

**IT PROGRAM MANAGER
VENDOR OUTREACH SESSION (VOS)
TUESDAY, JUNE 21, 2005**

Background

In response to customer requests, the Department of Homeland Security (DHS) Office of Small and Disadvantaged Business Utilization (OSDBU) will sponsor our Information Technology (IT) Program Manager vendor outreach session on Tuesday, June 21, 2005 from 9:00 AM to 12:00 PM.

This event is modeled after our monthly vendor outreach session featuring pre-arranged 15-minute appointments with DHS small business specialists.

The purpose of this session is to provide the small business community with a forum to discuss contracting opportunities with IT Program Managers and Small Business Specialists from each of the DHS organizational elements (OE). **A list of counselors (and their specific needs) is provided at the bottom of this page. You should read this information carefully and only schedule appointments with those counselors who are looking for vendors with your qualifications and capabilities.**

VOS Format

All requests for appointments are handled via an electronic appointment scheduling system which is available at <http://www.dhsvoms.moriassociates.com>. Vendors must be registered in this system in order to schedule appointments.

The automated system will accept requests for appointments on Tuesday, June 14, 2005, at 12:00 noon (Eastern Time). Attempts to request appointments prior to the specified date/time will not be successful. Be advised that appointments fill very quickly (generally within 2-5 minutes after the scheduling system opens).

Appointments are limited to 15 minutes to allow all vendors an equal opportunity to introduce their company. The first appointment starts promptly at 9:00 a.m., with the last appointment beginning at 11:45 a.m.

Due to the overwhelming response to DHS's Vendor Outreach Sessions, we regret that we must limit the number of appointments per company to no more than four (4). We also request that if you have met with a DHS organizational element at the last IT Program Manager Vendor Outreach Session (held on December 13, 2004), please do not request another appointment with that same organization.

Lastly, please note that some Organizational Elements will have more than one counselor participating in this event. **Please do not schedule appointments with both counselors. Duplicate appointments will be cancelled.**

Due to space limitations, we request that no more than 2 representatives from each company attend VOS.

Scheduling Appointments

The Department of Homeland Security uses an electronic scheduling system for vendors to schedule appointments for the DHS Vendor Outreach Sessions.

To schedule appointments for the Department of Homeland Security's Vendor Outreach Session (VOS) program:

1. Register in the DHS electronic appointment scheduling system at <http://www.dhsvoms.moriassociates.com>. Vendors must be registered in this system in order to schedule appointments. If you are not currently registered, complete a "Registrant Profile".

2. The electronic scheduling system will accept requests for appointments one week prior to the date of the event, at 12:00 noon (Eastern Time). The system clock is set to the time at the Naval Observatory.
3. Be advised that these appointments fill up within 2-5 minutes.
4. Log into the DHS electronic appointment scheduling system (<http://www.dhsvoms.moriassociates.com>) just before the time specified above. **Note:** be sure to “refresh” your browser if you log in before 12:00 noon. At 12:00 noon (Eastern Time), the word “Open” will pop into the “Status” column. Once this appears, you should click on the link “Request Appointments” on the left side of the screen. Note: some representatives are from the same organization. If the words “select one only” appear, do not schedule appointments with representatives from the same organization. Duplicate appointments will be canceled.
5. You may select up to 4 counselors. If you are successful, you will receive notification that appointments have been scheduled and an email confirmation listing those appointments will be sent.
6. To expedite check-in at VOS, print a copy of your confirmation notice (which lists your appointment schedule) and bring it with you.
7. We regret that we are unable to maintain a “wait list”.
8. Print this page so you’ll have directions to the Oxon Hill facility.

DIRECTIONS TO VOS

LOCATION: Internal Revenue Service
The Constellation Centre
6009 Oxon Hill Road, 1st Floor
Oxon Hill, Maryland 20745

Note: METRO access is not available; however, there are plenty of FREE parking spaces available at the VOS location.

Special Note to out-of-town businesses: Public transportation from area airports (Reagan National, Dulles, and BWI) and/or train stations (Union Station/METRO) is not easily available. It is strongly recommended that vendors consider renting a car and driving to the IRS facility in Oxon Hill, Maryland. It is also recommended that you plan to arrive the day before the scheduled VOS.

The Oxon Hill facility is located within a 15 minute drive from Old Town Alexandria, VA. For a listing of hotels in this vicinity, you may wish to visit the [Alexandria Convention and Visitors Association](#).

FROM VIRGINIA

Take I-95 (495) North across the Wilson Bridge (into Maryland). Take Exit 4A (St. Barnabas Road/Oxon Hill); remain in the right lane. Curve around to the right onto Oxon Hill Road. Immediately on your right will be a Home Depot. The very next building on the right hand side is a 10-story building set off from the road called the Constellation Centre. Parking is available in the large parking lot across from the building.

FROM MARYLAND

Take I-95 (495) South (remaining on the Maryland side) toward Richmond/Alexandria. Take Exit 4A (St. Barnabas Road/Oxon Hill); remain in the right lane. Proceed straight through two stop lights. At the second stop light, you'll see a Home Depot on the right hand side. Continue straight but move over one more lane to the right. The very next building after the Home Depot on the right hand side is a 10-story building set off from the road called the Constellation Centre. Parking is available in the large parking lot across from the building.

FROM DOWNTOWN WASHINGTON, DC

Take I-395 North to I-295 South to the I-95/495 junction. Take the I-95/495 North exit towards Baltimore. On I-95/495 continue to Exit 4A (St. Barnabas Road/Oxon Hill); remain in the right lane. Curve around to the right onto Oxon Hill Road. Immediately on your right will be a Home Depot. The very next building on the

right hand side is a 10-story building set off from the road called the Constellation Centre. Parking is available in the large parking lot across from the building.

If lost, please call (202) 283-1674, 283-1292 or 283-1372. (Note: For general information about DHS Vendor Outreach Sessions, please call 202-205-0050).

| DHS Organizational Element | In Search Of: |
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| Customs & Border Protection | <ul style="list-style-type: none"> Enterprise Process Improvement/CMM/ISO expertise Network installation, integration and management expertise Security accreditation/certification expertise <p>Special certifications, qualifications the business needs to have: Software development and maintenance firms must have CMM Level 2 or ISO 9001-2000 certification (must be certified by an independent SEI Certified Assessor)</p> |
| Federal Emergency Management Agency | <ul style="list-style-type: none"> Expertise using Mercury, Inc. tools Other IT services <p>Special certifications, qualifications the business needs to have: U.S. Citizenship required; Cleared support to the Top Secret level</p> |
| Transportation Security Administration Innovative Ideas <ul style="list-style-type: none"> http://www.tsa.gov <ul style="list-style-type: none"> Click on: Business Opportunities Go to: Technology Ideas, Products and Services Unsolicited Proposals <ul style="list-style-type: none"> http://www.tsa.gov <ul style="list-style-type: none"> Click on: Business Opportunities Go to: TSA Unsolicited Proposal Manual <p>(Note: TSA will have 2 counselors available – do not schedule appointments with BOTH counselors).</p> | <ul style="list-style-type: none"> Security Technologies Business Process Applications Communications Infrastructure Decision Support Systems Maritime and Land Security |
| DHS Headquarters | <ul style="list-style-type: none"> Information Technology – As a representative from the DHS Information Technology Acquisition Center (ITAC) I'm interested in identifying experienced Service Disabled Veteran Owned Small Businesses, and other small businesses capable of providing IT products and services on an enterprise level <p>Special certifications, qualifications the business needs to have: ISO 9000, CMM II</p> |

| DHS Organizational Element | In Search Of: |
|-----------------------------------|--|
| U.S. Coast Guard | IT Products and Services |
| Immigration & Customs Enforcement | IT Products and Services |
| U.S. Secret Service | <ul style="list-style-type: none"> • Project and Program management experience including IT governance and portfolio management; PMP certification is a plus • SKIF management 24x7 operations of secure communications facility • UNIX and Windows 2003 administration |

TO SCHEDULE APPOINTMENTS, go to <http://www.dhsvoms.moriassociates.com>.